

VRIS UPDATE

New Employee Hire and State OJE & State OJT Personnel Paper Work Process Effective 08/12/2013 Number 365

SUMMARY OF UPDATES

Effective with this update, personnel documents completed with new hires and with clients on State OJEs and State OJTs are to be scanned and transmitted by e-mail to nde.hr@nebraska.gov and vr.hr@nebraska.gov no later than seven (7) days prior to the start date of the job, OJE or OJT.

Specific changes:

- The I-9 is to be completed with the new employee or client by the local office I-9 Contact. If completed by another staff member, then the I-9 Contact is to review the document for accuracy and instruction compliance before submittal.
- I – 9, W-4, Employee Roster Information Form and either the Direct Deposit Form or the Accelapay Debit Card Form must be scanned and e-mailed to nde.hr@nebraska.gov and vr.hr@nebraska.gov not later than seven (7) calendar days prior to the start date. Applies to both new staff hires and OJEs & State OJTs.
- The authorization will now require approval by the State Office. Authorizations will be approved in QE2 once all of the OJE/OJT paperwork is received in the State Office. The authorization start date must be at least 7 days from the date the paperwork is submitted.
- Employee Roster Information Form has been revised. Authorization details for OJEs and OJTs are now entered on the form rather than e-mailing a copy of the authorization to state office.
- NDE HR will acknowledge receipt of the scanned documents at which time the originals are to be shredded at the local office.

VRIS POSTING

The following program manual chapters have been updated.

- [New Employee Set Up Process](#)
- [On-the-Job Evaluation](#)
- [On the Job Training](#)

FORMS REVISED

The [Employee Roster](#) Information form has had a couple of information items added and the form has been revised. The first section is to be completed by the client and the VR employee. Section 2 and OJE or OJT details are completed by a VR staff member. An Office Director and Fiscal Clerk will be able to assist with the information needed in Section 2.

MONITORING REQUIREMENTS & TEAM COMMUNICATION

It is extremely important that team members work with their I-9 contact who has been trained in completing the I-9. The department is audited on the I-9 and subject to fines for non-completeness and compliance.

LEADERSHIP CONTACT

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